

# Beaufort County Community College Faculty Senate Minutes

January 17, 2006

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## **Members Present**

Albera, Emily	Dunn, Donna	Meyer, Judith
Baker, Debra	Enecks, Dell	Morris, Ben
Bliley, Laura	Freeman, Jarahnee	Mullis, Kimberly
Boyles, Dixon	Gipson, Laura	Parker, Donna
Carawan, Mark	Hauser, Kay	Pilson, Peggy
Cole, Ben	Hagwood, Dell	Shepherd, Joy
Dail, Robbie	Huguelet, Tom	Smith, Bill
Davis, Mike	Keen, Jackie	Toler, Whiting
Dickerson, Kent	McFadden, Brown	Walker, Pat
Douglas, Renee	McNeil, Lori	Woolard, Kay

## **Call to Order**

Judith Meyer, president, called the meeting to order at 12:00 p.m.

## **Minutes**

Laura Bliley moved that the November 15th, 2005 minutes be accepted. The motion was seconded by Bill Smith. Minutes were approved.

## **Treasurer's Report**

Due to the absence of the treasurer, Ted Clayton, Judith Meyer presented the treasurer's report. The beginning balance in the account was \$1,015.72. There were deposits of \$54.00 creating a new balance of \$1069.72,

## **Old Business**

### *Request for Funds for Christmas Flowers*

Judith Meyer stated that she had been asked to pay \$90.00 as the Faculty Senate's portion for Poinsettias purchased for the Christmas Dinner in December. Since this has not been previously approved she asked for a motion to pay this bill.

Laura Bliley made a motion to pay the \$90.00 and the motion was seconded by Dell Hagwood. Motion carried.

### *Registration Work Group*

Mike Davis reported on Registration Work Group activities. Since online/part time instructors do not have access to enrollment information they do not know when a student drops a class. To remedy that problem Joy Landeck, Registration, will now send an email to an instructor and to Tricia Woolard when a student drops. She will also be added to BB sites.

Students receiving financial aid should be sent to financial aide office to pick up schedules.

New updated catalogues will be printed for students for the fall semester. Instructors will have a catalogue for summer registration based on the online catalogue.

Faculty was encouraged to not only check placement scores but to also check transcripts to verify that a student does not already have credit for a course.

The new online registration system will be available in July.

### *Faculty Affairs*

#### *Faculty Member of the Year Plaque*

Judy Jennette has taken responsibility for locating a plaque that would include both faculty and staff member of the year. The estimated cost of the plaque is \$2200.00. Since this is very expensive, Judith Meyer is asking the Foundation to contribute as much as possible. The staff association will also be asked to contribute. After she learns how much the Faculty Senate will be asked to contribute the issue will be presented at another faculty meeting.

#### *Part Time Faculty*

Bill Smith asked if there was a way the school could honor part-time faculty. He then made a motion to explore methods for accomplishing this. Dell Enecks seconded the motion. The motion passed.

#### *Faculty Salaries*

Judith stated that the salary recommendation had not been presented to the Administrative Council since the minutes had not been approved until this meeting. It was also strongly recommended that the recommendation not be presented until after Christmas. The recommendation will be presented at the Tuesday, January 24<sup>th</sup> meeting of the Administrative Council.

#### *Faculty Association*

Judith Meyer stated that the North Carolina Community College Faculty Association would like to be invited to the campus to discuss the association and the benefits of being a member. There was enough interest shown that she will work to schedule a visit.

## **New Business**

### *Spanish Club*

Lori McNeil presented a motion to donate \$43.95 to cover the costs of the banner used for the December fundraising. Whiting Toler seconded the motion. The motion passed.

### *Network Services*

Brown McFadden, the new network administrator, invited anyone with ideas on ways to improve network services to contact him. He also stated that the issue relating to varying time availability of Blackboard and email for students had been resolved. He is also working on the issue of having only one logon for students for labs, email, and Blackboard. Building 11 should be online by Thursday, January 19<sup>th</sup>.

He will also carry a pager so that he will know when services fail.

Whiting Toler asked that the scheduling appointment feature available in GroupWise be made available. Brown McFadden stated that is now available and is gathering input on a possible training session on using that feature.

### *Nominating Committee*

Judith Meyer asked for four volunteers to serve on the nominating committee for a slate of officers for the year 2006 2007. Laura Bliley, Lorie McNeil, Emily Alberra, and Judith Meyer will serve on that committee.

Judith also stated that Brian Oesterreich had resigned as Vice President. She asked Whiting Toler to assume the role and he agreed.

### *Online Collaboration*

Whiting Toler informed the members that he is thinking about creating an online collaboration site for faculty to use for discussion and ideas.

### *Student Affairs*

#### *New Student Orientation*

Lori McNeil presented the idea of creating a new student orientation. Discussion followed.

Lori McNeil then made a motion to recommend to the Administrative Council that a committee/workgroup be established to include both faculty and staff to develop a new student orientation program. Dell Enecks seconded. The motion passed.

### *Curriculum Committee*

The Curriculum Committee will meet on Monday, January 23<sup>rd</sup> to review changes to the catalog.

### *Construction Update*

Kay Hauser shared information on the status of Building 11. Cosmetology had completed the move to the building. Electricians have started work in Building 2.

Laura Bliley stated that the nursing classes had moved to other buildings to allow for the remodeling of Building 3. She also stated that the Headstart program will space in Building 3.

### *Books/Bookstore*

Laura Bliley said that the bookstore did not purchase the number of books submitted on instructor's requests but purchased books based on the number who had preregistered. This caused problems for students who couldn't get textbooks.

### *Adjournment*

Grace Ann Whitley made a motion to adjourn and it was seconded by Whiting Toler. Judith Meyer adjourned the meeting at 1:00 P.M.